

Steering Group members present:

Anne Seward (Chairman), Eric Barnett, Peter Carr, Phil Holmes, Jonathan Keer
Joan Metcalfe, Sarah Wilson and Hilary Wilkinson

**RESPONSIBILITY
FOR ACTIONS**

- 1 **APOLOGIES:**
Apologies: John Day, Ferial Evans, Tracy Hanson and Paul Norris

- 2 **MINUTES OF THE 26th MEETING HELD ON 1 OCTOBER:**
Approved as written.

- 3 **MATTERS ARISING/ACTIONS FROM THE MINUTES:**
Matters Arising/Actions from Previous Minutes:
 - Secretary's Report: Insurance Renewal:** JM had paid the invoice for the premium.
 - SWG: Interviews:** PN had one interview to complete. PN
 - SWG: Report:** Not yet completed. SWG
 - Next Steps in Creating the Parish Plan(s):**
 - PH had provided the raw data for the workshop on 25 October by email. JM
 - The invoice for the Hall booking was passed to the Treasurer for payment.
 - Treasurers' Report**
 - PH and JM had investigated printing costs and it was AGREED that:
 - subject to PH asking Suffolk ACRE for approval of the viring of the budget, there were sufficient funds for a summary report (in colour on a double sided and folded A3 sheet) to be printed for each household at cost of 50p a sheet, and also for sufficient copies of the full report to be printed according to demand. PH
 - Progress on Data Input**
 - All data inputting had been completed and the database was offline. It was AGREED that:
 - there was no reason to check the integrity of the data at this stage but the survey forms would be retained by PH for six months. PH
 - Progress on Writing the Parish Plan**
 - The histories had been completed for Lt Bealings and Playford (subject to AS supplying PH with photos by email) and JK will complete the one for Gt Bealings. PH will add photos for Gt and Lt Bealings. AS, JK
 - PH had not received a template for The Three Parishes Today chapter, or any text. See also item 7 below. PH
 - PH had not received a template for The Three Parishes Today chapter, or any text. See also item 7 below. JD
 - Other Updates from the Working Groups**
 - The final draft report was not available for the JPPSG meeting or Action Planning Workshop to consider. SWG
 - Draw for Winner of the Prize Draw**
 - PH had contacted the winner and JM had arranged payment of the prize.

PH had asked FE to put details in the Benefice Magazine.

FE

Any Other Business

PH had supplied the requested data to Lt Bealings Parish Council.

4 SECRETARY'S REPORT

PH had received an invitation from Suffolk ACRE to attend the Suffolk Coastal Local Strategic Partnership Annual Forum on 14 November. It was AGREED that:

- PH will forward details to JPPSG members in case anyone wishes to attend.

PH

PH reported that he had not received a reply from SCDC to his letter seeking input into the parish planning process in line with PPS 12. It was AGREED that:

- PH will contact SCDC for a reply.

PH

5 TREASURER'S REPORT

None.

6 ARRANGEMENTS FOR WORKSHOP

It was noted that the workshop on 25 October will start promptly at 2pm and last until 5pm. Tea and coffee will be provided. It was AGREED that:

- PH will lead the workshop and will bring nine copies of the raw data for use by JPPSG members
- It will be necessary to consider the data for every question on the three surveys, identifying themes and significant issues. Priorities and actions to progress issues will also need to be considered.

PH

JPPSG

7 PROGRESS ON WRITING THE PLAN

It was noted that both Gt Bealings and Lt Bealings Chairmen aimed to supply the text for Chapter 7 by the end of the month. The availability of information for Playford was unknown.

8 ANY OTHER BUSINESS

The next (28th) meeting of the JPPSG will be at 7.15pm on Tuesday, 4 November in the Admiral's Head as previously agreed. As SW and EB will be unable to attend the Chairman will be AS. It was AGREED that:

AS

- The 29th meeting will be held at 7.15pm on Tuesday 25 November in the Admiral's Head. The Chairman will be EB.

EB

- The 30th meeting will be held on 7.15pm on Wednesday 17 December in the Playford Parish Hall Committee Room, subject to AS checking its availability. The Chairman will be SW.

AS

SW